



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <b>MARCH 1, 2002</b>	REVISED DATE:	NO. PAGES: <b>1 of 2</b>	NUMBER: <b>1.3.17</b>
SUBJECT: <b>LONG DISTANCE TELEPHONE CALL LOGBOOKS</b>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <b><i>Edward F. Lohn, Chief</i></b>			

**PURPOSE:** To state procedures for Cleveland Division of Police Long Distance Telephone Call Logbooks.

**POLICY:** The Cleveland Division of Police shall strictly monitor long distance telephone calls.

**PROCEDURES:**

- I. Administrative Units within the Division shall keep a “Long Distance Telephone Call Logbook,” in which they will record all long distance calls made from telephones and fax machines assigned to their unit. These Logbooks are available at the Supply Unit.
  
- II. The Logbook shall contain the following information:
  - A. Date and time of call
  - B. Telephone number called
  - C. Telephone line number from where the call was made
  - D. Reason for call (briefly described)
  - E. Officer making the call
  - F. Authorizing superior officer
  
- III. The first page is preprinted with column headings to delineate required information. This format shall be maintained on succeeding pages.
  
- IV. Monthly, the Telephone Exchange will send a structured Form-1 to each unit containing a list of long distance telephone calls made from their telephones during the previous month.

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- V. Commanding officers shall assign a superior officer to compare this list with the list of calls recorded in the unit's Logbook. If there is a disparity between the two lists, the superior officer shall type an explanation in the space provided on the structured Form-1.
- VI. After final review and approval, the superior officer shall sign the Form-1 and forward it to the Inspection Unit for review and/or action.
- VII. Commanding officers shall cause frequent inspection of the Logbooks.